



RAYMOND FLAMMER, IAO
ASSESSOR

CITY OF LONG BEACH
DEPARTMENT OF ASSESSMENT
1 WEST CHESTER STREET
LONG BEACH, NEW YORK 11561
(516) 431-1009
FAX: (516) 431-1343

**DEPARTMENT OF ASSESSMENT
SENIOR CITIZENS RENEWAL APPLICATION**

Dear Senior Citizen Homeowner:

In order to process your application properly, you must do the following:

ANSWER ALL QUESTIONS. ALL OWNERS MUST SIGN THE APPLICATION.

VERIFICATION OF ALL INCOME IS REQUIRED:

- **Submit a copy of the federal and state income tax return you have filed for the last calendar year. If you did not file a tax return, you must file Form #4506-T (available in the Assessors Office), to receive verification of non-filing from the Internal Revenue Service.**
- **Please provide us with computer printouts of all medical, prescription and laboratory co-pays.**
- **If you receive a distribution from an IRA account, you must provide this office with a statement showing the total interest earned on the IRA Account in the prior calendar year.**
- **If a trust was created, you must be the beneficiary during your lifetime. You must attach a copy of the TRUST**
- **You must provide us with copies of statements of all interest and/or dividends earned, copies W-2 forms & Social Security Statements as well as any other income you may have received.**
- **If you have a two-family or three-family home, you must provide this office with a copy of the lease for each rental as well as verification of expenses for each apartment.**

PROOF OF RESIDENCY IS REQUIRED. (i.e. copy of driver's license, car registration, NYS tax returns.

Failure to complete all the questions on the application and submit all required documents and income verification will be cause for an automatic denial of your application.

An interior inspection of your property may be required.

All applications must be submitted no later than November 30th.

If you have any questions about the application or the renewal process, please call the Department of Assessment at 431-1009.